

**SING LUM
ELEMENTARY SCHOOL**

**Parent Handbook
2024-2025**



Dear Parents and Students,

Welcome to Sing Lum Elementary School. We are pleased to have you as part of our school family. The staff at Sing Lum Elementary School is very committed to serving Sing Lum Students and will continue to strive for the high standards in academics, athletics, and the arts that our District has stood for over the years.

The information contained in this handbook has been compiled to provide you with helpful information about Sing Lum Elementary. The section on our school policies and procedures will answer many commonly asked questions. We hope that you will read the handbook and keep it as a handy reference guide to use throughout the year.

We wish you success at Sing Lum Elementary and look forward to working with you. We are proud to maintain a tradition of cooperation between our families and the school. The Sing Lum Parent Club also works very hard on behalf of our students, staff, and families and we invite you to become involved.

We welcome your questions, comments, or concerns. Please feel free to contact the school office at 664-1611. Our office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m.

We are looking forward to a great year!

Sincerely,

Dion Lovio, Principal
Sing Lum Elementary School

CALENDAR OF EVENTS

August	14.....	INSTRUCTION BEGINS
September	2.....	*LABOR DAY
	4	BACK TO SCHOOL NIGHT
Oct. 28 - Nov. 1	1 ST QUARTER PARENT-TEACHER CONFERENCES
November	11	*VETERAN'S DAY BREAK
	25-29.....	*AUTUMN RECESS
December	23.....	*WINTER RECESS BEGINS
January	6.....	INSTRUCTION RESUMES
	20.....	*DR. MARTIN LUTHER KING, JR DAY
	17.....	2 ND QUARTER REPORT CARDS MAILED HOME
February	10.....	*LINCOLN'S BIRTHDAY
	17.....	*PRESIDENTS' DAY
March	21.....	3 RD QUARTER REPORT CARDS MAILED HOME
April	14	*SPRING BREAK
April	22	SCHOOL RESUMES
May	15.....	OPEN HOUSE
	26	*MEMORIAL DAY
	29.....	LAST DAY OF SCHOOL
		4 TH QUARTER REPORT CARDS MAILED HOME

*** NO SCHOOL ON THESE DAYS!**

SING LUM ELEMENTARY SCHOOL

GENERAL INFORMATION

ACCIDENTS, ILLNESS, AND SAFETY

In the case of accidents, illness, or injury at school, children are given first aid and every effort is made to contact the parent. As such, it is very important that changes in telephone numbers and addresses be reported to the school promptly. If the parent cannot be reached, we will call the person named on the emergency card to act on your behalf.

We urge all children to use crosswalks and sidewalks, where available, coming to and from school. Please help your child choose the safest route possible.

ARRIVAL AT SCHOOL

Students who wish to eat breakfast may enter through the side gate between 8:00 and 8:15. All other students should enter campus between 8:05 and 8:25 at the gate you prefer:

Front Gate - By the Office on Chaney Lane

North Side Gate - On Carvalho St. between Buildings B and C

South Side Gate - On District Blvd between MPR and Building E

*Instruction begins at 8:28.

ATTENDANCE

We ask for your cooperation in seeing that your child attends school each day. Any absence from school places a hardship on the student and hinders learning. By law, an absence may be excused only for personal illness, medical appointments, attendance at the funeral of a family member, or for religious reasons.

If your child is absent from school for ANY reason, please call the school at 664-1611 to report the absence and the reason. If you are unable to call, please send a note to school regarding the absence, upon your child's return. Absences not cleared within approximately three (3) days will automatically become "unexcused."

If your child is late because of a doctor or dentist appointment, please bring in a note from the doctor or dentist.

California law requires children to attend school and to be on time every day. Absence from school for three or more days per year for unexcused reasons will result in a child being declared legally truant from school. Truant students are reported to the School Attendance Review Board and/or appropriate agencies such as Child Protective Services.

Unexcused absences, including family trips for pleasure/recreation & business purposes or failing to provide proper verification for an absence for more than 10 consecutive days can result in the student being dropped from the class and the risk of the student not returning to the same class or school. However, if you know that an absence will exceed 10 days, you may be able to make prior arrangements by contacting the school ahead of time.

If your child is absent and you would like to have his/her homework, please call the school office and allow the teacher 24 hours to compile the work. Homework may be picked up in the office. Please do not interrupt the classroom to ask a teacher for work.

Tardies: Arriving at school late is a serious concern for several reasons. First, students who are tardy disrupt the instruction and learning in the classroom. The tardy student may also struggle to catch up with the rest of the class, diminishing readiness to learn. Students who are tardy miss out on important introductory lessons that affect their overall academic achievement.

AWARDS

The PBVUSD recognizes student achievement and strives to promote participation in all school activities. Each school regards students who are active and successful in pursuing excellence by awarding Block Letters. (See awards criteria at the end of the handbook) In addition students in all grades may receive awards for attendance, citizenship, and/or academic achievement.

BEHAVIOR STANDARDS

All students at Sing Lum School are expected to behave in a safe and cooperative manner. You will be notified if your child exhibits unacceptable behavior. Communication, parental cooperation with the school, and support of school standards are the keys to solving many behavior problems.

Our behavior policies are in line with those of the District. Parents can view or obtain a copy of the *Parent Information Booklet* by visiting the Panama-Buena Vista USD Website. Please take the time to review these guidelines and enforce them with your student.

BICYCLES

Students in grades 3 - 6 may ride a bicycle to and from school. Bikes may not be ridden on campus or on the sidewalks adjacent to the school. Bicycle riders should park their bikes in the bike rack area and lock them securely. By law, bike riders must wear an approved helmet.

Students should keep in mind that riding a bicycle to school is a privilege. A student who fails to use good judgment when riding a bicycle may lose the privilege to ride a bicycle to school.

BIRTHDAYS

Each teacher acknowledges students' birthdays in the classroom, although parties are not held. Please check with the teacher before you bring treats or other birthday items. We do not allow flowers or balloon bouquets to be delivered to the classroom, as they can be easily ruined or become a distraction which keeps all students from learning.

BUS TRANSPORTATION

Students residing in some parts of our attendance area will be provided bus transportation. For safety reasons, we have bus riding rules that our students must follow. Students who do not adhere to the rules may receive a bus referral or may be refused transportation for a period of time. A complete set of the bus riding rules have been included in the *Parent Information Booklet* (Panama-Buena Vista Union School District Website). Students also are expected to behave appropriately while traveling to and from the bus stop and while waiting for the bus. Sing Lum students should:

- Board and get off the bus at designated stops;
- Wait at the stop in an orderly manner;
- Respect other people's property;
- Arrive at the stop five minutes before the scheduled pick-up time.

CLASS PLACEMENT

Classes are balanced each year to ensure the maximum educational potential for each student. Requests for specific teachers are NOT taken at Sing Lum. If specific educational needs of a student need to be addressed, a letter may be written indicating that need or an appointment can be made with Mr. Lovio before the close of the school year.

CLASSROOM STANDARDS

- Students shall enter the room in an orderly manner.
- They shall be seated, quiet and ready for work when the bell rings.
- The classroom PBIS matrix and behavior plan shall be followed at all times.
- Students shall meet each teacher's standards concerning class procedure such as: sharpening pencils, getting needed materials, staying in seats, etc.
- Students shall leave the room in an orderly manner.
- Students shall not chew gum or eat in the classroom. No gum is allowed at any time. Since gum cannot be chewed at school, it should not be brought to school.

COLOR DAY/SPIRIT DAY

In order to promote and maintain school spirit, we celebrate Color Day on the first Friday of each month. All Sing Lum students and staff are encouraged to wear our school colors of red and gold/yellow or our original colors of crimson and gold (like USC) or wear a school t-shirt or sweatshirt from one of our spirit clothing sales.

COMMON CORE CURRICULUM (CCSS)

Sing Lum staff members teach the core curriculum to every student in the school. The core curriculum includes the state standards as well as the textbooks and materials adopted by the Panama-Buena Vista Union School District from the list approved by the State of California. Teachers are trained to effectively teach CCSS.

COMMUNICATION WITH STUDENTS

Please make every attempt to communicate with your children about appointments, after-school care, and other situations before the school day begins. Getting messages to students in the classrooms is difficult and interrupts the teaching and learning for all students. Please send a note with your student to explain any change in the regular routine. Prior planning eliminates the need for "all call" intercom interruptions and student phone calls. Your cooperation will help us to focus on instruction and is greatly appreciated.

COMMUNICATION WITH TEACHERS

Good communication between parents and the teacher is an important part of your child's education. Should you desire a conference with your child's teacher, please call the school office. The teacher will contact you to set up the date and time for the conference.

DISMISSAL FROM SCHOOL - At designated grade level gates (2:50 and 3:00)

TK - Dismissed at the Side Gate on Carvalho by the TK classrooms

Kindergarten - Dismissed at the K Gate by the bike racks in front of the school

1st and 2nd - Dismissed at the Back Gate by Carvalho Street

3rd and 4th - Dismissed at the Front Gate by the Office on Chaney Lane

5th and 6th - Dismissed at the Back Gate Between Lum and the Park, Near District Blvd.

For your child's safety, make sure that he/she walks home, rides the bus, or is picked up promptly.

DRESS CODE

Pupils attending the schools of the Panama Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the district to oppose the rights of students regarding dress but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide

an atmosphere where all children will be able to learn; and it is the responsibility of the students to help create and maintain this atmosphere. Dress code is enforced in grades 4 – 6. The district dress code is available on the school and district websites. In addition, shorts or pants/jeans that are shredded and/or cut up above the knee that shows skin cannot be worn unless the child is wearing clothing other than underwear under it. In addition, any type of clothing that depicts, represents, or promotes gang activity is strictly prohibited. Wearing this type of clothing could be cause for school suspension.

If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. **FINAL DETERMINATION OF UNACCEPTABLE DRESS WILL BE MADE BY THE SCHOOL ADMINISTRATION**

EMERGENCIES / DISASTER / EVACUATION

Contingency plans and supplies are in place to deal with any emergency or disaster situation that may arise. Students regularly participate in emergency drills. In the event of a major disaster, students will be held at the school in a safe location until they are picked up by parents or other designated adults.

EVERY CHILD EVERY DAY! - Our Purpose Statement

FIELD TRIPS

Teachers occasionally arrange field trips that are intended to extend and enhance the curriculum. You will be advised in advance of field trips. Your written permission will be required before your child will be allowed to participate. You are encouraged to return permission slips promptly as district policy will not allow us to accept verbal consent.

FOG DELAYS

In the event of fog, you are advised to tune to your local radio and television stations for information on fog delays. Local stations will broadcast the names of districts on a fog delay.

HOME TEACHING

Parents may request a home teacher if it has been determined by a physician that the student will be out of school for a period of three weeks or longer. A signed note from the physician is required before a home teacher can be assigned.

HOMEWORK

Homework offers a valuable opportunity for teachers to meet the individual needs of your child. Assignments vary by grade level and from class to class according to the interest, skills, and maturity level of the child. As a parent you can:

- Provide a regular study time on those days that homework is given;
- Provide a quiet place for study;
- Give help and encouragement when needed;
- Minimize interruptions.

HONOR ROLL AND PRINCIPAL'S LIST

Students in grades 4 - 6 are eligible for the Honor Roll. To qualify for the Honor Roll a student must obtain a "B" (3.0) average in all grade level academic subjects for the quarter. A grade below "C" (D or F) in any subject will prevent a student from being on the Honor Roll

regardless of the overall average. Receiving a "D" or "F" in conduct will also disqualify a student from the Honor Roll regardless of the grade average.

Principal's List recognition will be given to those students whose grades in the academic subjects are all either "A" or "A-".

LOST AND FOUND ITEMS BELONGING TO STUDENTS

Inquiries regarding lost articles may be made by our students during recesses, before school and after school. A "Lost and Found" box is maintained for articles of clothing that remain unclaimed. The box is usually located in the cafeteria. Our goal is to empty the box and donate unclaimed items on the first Friday of each month.

To avoid confusion, coats, sweaters, hats, lunch boxes, etc. should be clearly marked with a student's first and last name.

Students, not the school, are responsible for the items they bring to school. Personal items, especially valuable ones, should not be brought to school.

MEDICATION AT SCHOOL

State laws and district policies govern the taking of medication by students while at school. Anytime prescription medication is to be given by school personnel it must be in a container with the pharmacist's label attached.

Before we can administer any medication (prescription and/or non-prescription), we must have on file a completed form, *Pupil Medication to be Administered at School*, which will give us the specific instructions regarding your child's medication. The form must be signed by the parent and the prescribing physician.

Students are not allowed to self-medicate. This includes headache remedies, cough drops, throat lozenges, and the like. However harmless these items may seem, they are still subject to the same procedures as above.

MUSIC AND SPORTS PROGRAMS

Students in grades five and six are eligible to participate in instrumental music, choir, and after-school sports. Students must meet certain academic and behavioral standards to be eligible.

PARENT CLUB

The Sing Lum Parent Club provides an opportunity for you to be more involved in your child's school. Several fund raising activities are sponsored by the Parent Club each year. All funds that are generated directly benefit our students and school.

PARENT INVOLVEMENT

The staff of Sing Lum School works to provide a supportive learning environment and challenging curriculum for all students. We believe that a successful educational experience results from parents, students, and staff working together for the benefit of each child.

Parent Committees and Councils

Parents are encouraged to become an active part of the Sing Lum Parent Club and the School Site Council (SSC). The Parent Club, a volunteer group of parents, raises funds and works to provide special materials, services, and opportunities for Sing Lum students and staff. The SSC, an elected group of parents and school staff, work together to give guidance to the school. The English Learner Advisory Council (ELAC) is composed of parents of English Learners. This committee meets to provide input to the principal and SSC.

PICKING UP CHILDREN AT SCHOOL

In order to protect children at school we require that anyone picking up children do so through the office. If you want a neighbor or relative to pick up your child, please write a note or call and ask them to check out through the office. **Please have I.D. ready to show the office. We do not call students out of class until the person picking up the student is in the office so they do not lose out on instructional time.**

REPORT CARDS

Report cards will be sent home quarterly. Parent/Teacher conferences take place at the end of the first grading period.

ROARS - CHARACTER TRAITS OF A LUM LION THAT ARE TAUGHT AND COMMENDED

- **R - Respectful** to self and others
- **O - Ownership** of one's actions
- **A - Attitude** is important
- **R - Responsible** for learning and behavior
- **S - Safety** is a priority

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The SARC, will be available in the office and provides information on school policies, practices, student test scores, and school and district demographics.

STUDENT ASSESSMENT

Student progress in all academic areas will be monitored and assessed throughout the year. Conferences, report cards, progress reports, phone calls, written communication, and Student Success Team meetings provide parents with additional information about student progress.

STUDENT GOVERNMENT

Student Council is a program in which participants learn the elements of the democratic process. The Student Council is made up of elected officers and representatives from each of the intermediate classes. The elected officers are: President, Vice President, Secretary, Treasurer, Director of Safety, and Superintendent of Grounds. A staff member serves as the advisor to the Student Council.

VISITING SCHOOL DURING SCHOOL HOURS

TO HELP INSURE THE SAFETY AND WELL BEING OF OUR STUDENTS, AND MAXIMUM UNINTERRUPTED TEACHING TIME, STATE LAW MANDATES THAT ALL VISITORS, PARENTS AND VOLUNTEERS CHECK IN AT THE OFFICE. PLEASE BE PREPARED TO HAVE PHOTO IDENTIFICATION READY TO BE USED BY OUR RAPTOR SYSTEM. FOR THE SAFETY OF OUR STAFF AND STUDENTS, PLEASE DO NOT ENTER CAMPUS THROUGH ANY OTHER AVENUE. ALL VISITORS MUST CHECK IN AT THE OFFICE, NO EXCEPTIONS!!!

Panama-Buena Vista Union School District CLASSROOM VISITATION PROCEDURES (Observation of Instructional Program by Parents) From Adopted District Administrative Procedures

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantially as follows:

"Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

"Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed.

"While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor's presence typically causes.

"Copies of the school's classroom observation procedures are available upon request."

Education Code Sections 32212, 35160, 49091.10, 51101

PBVUSD Board Policy 1250

4th - 6th GRADE DISTRICT AWARDS

BLOCK LETTER.....250 POINTS

STAR.....500 POINTS

EACH ADDITIONAL STAR.....250 POINTS

PLAQUE.....1000 POINTS

Fifth Grade students transferring from another District will receive 50 points towards their letter. Sixth Grade students transferring from another District will receive 100 points towards their letter. All points are cumulative beginning in the fourth grade.

SCHOLARSHIP

HONOR ROLL.....30 POINTS

ALL 4 QUARTERS (EXTRA).....30 POINTS

PRINCIPAL'S HONOR ROLL (PER QUARTER).....40 POINTS

ALL 4 QUARTERS (EXTRA).....40 POINTS

(NOTE - STUDENTS MAY QUALIFY FOR ONE OR THE OTHER; NOT BOTH)

CITIZENSHIP

GRADE OF B OR BETTER (PER QUARTER)15 POINTS

STUDENT GOVERNMENT

STUDENT BODY PRESIDENT.....100 POINTS

STUDENT BODY OFFICER.....75 POINTS

CANDIDATE FOR STUDENT BODY OFFICER.....25 POINTS

CAMPAIGN MANAGER.....10 POINTS

CONVENTION CHAIRMAN.....25 POINTS

CLASSROOM OFFICER.....25 POINTS

ELECTION BOARD MEMBER.....10 POINTS

STUDENT SERVICE

OFFICE, LIBRARY, OR OTHER SERVICES TO BE
DETERMINED BY INDIVIDUAL SCHOOLS
(MAXIMUM PER QUARTER).....25 POINTS

ATHLETICS

INTRAMURAL TEAM PARTICIPANT.....15 POINTS

AFTER SCHOOL SPORTS TEAM
PARTICIPANT25 POINTS

1ST PLACE AFTER SCHOOL SPORTS TEAM OR PARTICIPANT
IN DISTRICT TRACK MEET40 POINTS

PARTICIPANT IN THE SCHOOL TRACK
MEET ONLY10 POINTS

1ST PLACE BUT NOT QUALIFYING FOR
DISTRICT.....15 POINTS

MUSIC

CHORUS.....(50 PER SEMESTER / 100 MAX.)

BAND.....(50 PER SEMESTER / 100 MAX.)

ORCHESTRA.....(50 PER SEMESTER / 100 MAX.)

ACADEMIC COMPETITION - (Spelling Bee, Oral Language, Science Fair, etc.)

1ST PLACE.....50 POINTS

2ND PLACE.....35 POINTS

3RD PLACE.....20 POINTS

CONTESTANT/PARTICIPANT15 POINTS

BATTLE OF THE BOOKS 40 POINTS